



COUNCIL FOR  
**WATERSHED  
HEALTH**

## We're Hiring a Project Manager

Council for Watershed Health (CWH) is a non-profit organization founded over 25 years ago to advance the health and sustainability of our region's watersheds, rivers, streams and habitats – both in natural areas and urban neighborhoods. We do this through science-based research, education, and inclusive engagement.

CWH is hiring a Project Manager to guide and support community-based organizations, small municipalities, and school districts in developing multi-benefit stormwater management projects in underserved communities. This position will report to our Director of Planning and will join our multi-disciplinary watershed coordination team dedicated to advancing CWH's mission and committed to equity, diversity, and inclusion in our work and organizational processes. We are seeking a well-rounded, adaptable, and creative individual to facilitate community education and engagement efforts, assist project proponents in identifying and developing multi-benefit projects, identify technical resources, and secure project funding. The ideal candidate will have knowledge of regional water resource issues and a watershed approach to project planning; a skillset to facilitate meetings and engagement efforts with a variety of interested parties; and have demonstrated experience developing and/or implementing nature-based solutions or Low Impact Development Best Management Practices or green stormwater infrastructure projects.

### Required Qualifications

- Familiarity of current local and regional policy, plans, and planning processes related to Safe, Clean Water Program; LA County Measures A, M, and H; IRWM; Regional WMPs & EWMPs; LA County Park Needs Assessment; LA River Revitalization; LA & SG River Master Plans
- Combined knowledge and work experience in any of the following: community engagement, collaborative/participatory models and/or capacity building, green stormwater infrastructure, nature-based solutions, Low Impact Development, biodiversity, urban ecology, climate resiliency, urban forestry, GIS, spatial analysis, graphic design, landscape architecture, environmental engineering
- 3-5 years of progressive experience developing effective education and engagement communication tools for a variety of audiences; facilitating project engagement processes with diverse and underserved communities, agencies, municipalities, elected officials, and NGOs at the project, program, and watershed level.
- Compiled information and resources needed to support project teams and develop strategies for integrating diverse priorities into projects
- Identified, secured, and leveraged public and private funding/cost sharing; wrote and coordinated submittal of successful grant applications
- Developed and managed project schedules and budgets; generated invoices and reports; managed multiple activities/milestones simultaneously; synchronized efforts of projects partners and workflow
- Strong written and oral communication skills to present project information to a variety of interested parties elected officials, community organizations, professionals at community meetings, workshops, project tours
- Strong interpersonal skills
- Self-directed, works well under pressure, and is adaptive to a changing work environment
- Excellent analytical/problem-solving skills and attention to detail
- Bachelor degree in a relevant field or equivalent experience
- Proficiency in MS Office
- A valid CA driver's license and/or the ability to travel to locations outside of the office
- Covid-19 vaccination and booster

### Desired Qualifications

- Proficient in spoken and written second language.
- Master Degree in planning, landscape architecture, engineering, social work, public health, geography, or other relevant experience.
- License/Certification: PLA/RLA, QSP/QSD/QISP, LEED, Sustainable SITES, Envision

## Primary Responsibilities

### Coordination

- Engage community-based organizations, school districts, and municipalities serving underserved communities in identifying and developing multi-benefit project opportunities.
- Facilitate dialogues, meetings, and project processes with community-based organizations, agencies, municipalities, elected officials, non-governmental organizations to support project collaboration/partnerships and community priorities
- Determine technical resources needed to advance project development and connect project proponents to technical teams and resources
- Assist project proponents in identifying funding and opportunities to leverage funding resources for project design, development, and construction.
- Coordinate and collaborate with local, regional, and other watershed planning initiatives and relevant project efforts

### Capacity Building & Technical Assistance

- Develop and strengthen strategic relationships with agencies, NGOs, funders, academia, and others to bring technical resources to project development processes
- Analyze and evaluate opportunities to leverage and integrate community priorities, equity and social justice perspectives, and technical resources into project development processes.
- Manage the development of project proposals and grant applications
- Identify and recommend appropriate metrics and methodology for measuring progress toward project goals

### Project Management

- Assist in the development and execution of project agreements with funders, partners, consultants
- Generate and submit reports and invoices
- Delegate tasks to project team members; mentor interns
- Contribute knowledge, skills, expertise to CWH's strategic planning efforts, including identification and development of partnerships and opportunities

**Salary:** \$67K-78K Annual salary, Full-time, Exempt, Commensurate with experience.

**Benefits:** Health/Dental/Vision, retirement plan with employer contribution, vacation/sick, and Metro transit pass, professional development opportunities.

**Location:** Currently 75% remote, 25% in-person meetings, community engagement activities. Percentage of in-person activities likely to increase.

**Start Date:** May 2022 - Open until filled.

### Application Process:

Applications will be reviewed on an ongoing basis starting May 3, 2022

Email cover letter, resume, three references, and a representative writing sample (capstone project summary, grant narrative, or project report) to Rumi Yanakiev, [rumi@watershedhealth.org](mailto:rumi@watershedhealth.org) with subject line "Project Manager".

CWH is an equal opportunity employer and committed to fostering an inclusive workplace. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, veteran, disability status or any other bias prohibited by applicable law. CWH strongly encourages people from underrepresented communities to apply.